

New Hampshire Department of Education, Bureau of Special Education Compliance & Improvement Monitoring 2015-2016 Sample Timeline

Technical Assistance and Trainings are offered by the NHDOE throughout the monitoring process.

First Stage	April	Selection and Notification	Districts are notified of selection for the 2015-2016 Compliance and Improvement Monitoring Process
	May – July	Process and Program Approval Meeting	NHDOE consultants will meet with District leadership to present the monitoring process and answer questions. The NHDOE will provide tentative dates for the on-site visits NHDOE will provide a list of approved special education programs for the District to review and an outline of the monitoring process
	July	Follow-up letter from the Commissioner	Follow up letter to the initial meeting with confirmed dates for the on-sites and an overview of the process
	September	District submission of:	List of district students attending charter schools for the 2015-2016 school year If applicable, list of district student attending schools outside of the district for 2015-2016
		District Staff Training	District staff trained on the IEP self-assessment data collection form as well as Policies and Procedures, Forms, and Personnel review forms
		Student Selection Letter w/ confirmed schedule 6-8 weeks prior to the on-site	Student SASIDs by school are sent. District staff will complete a self-assessment form for each student If a student moves/ is exited from special education prior to the on-site, district staff will notify NHDOE and another student is selected
	Oct*	District submission of: *At least 30 days prior to on-sites	Policies & Procedures, Special Education Forms, Personnel, and Special Education programs for the NHDOE team to review
	November/ December	Monitoring on-sites	NHDOE consultant and a visiting director will review student files at each school in the district as well as perform a walk through to confirm operation of approved special education programs Policies & Procedures, Special Education Forms, Personnel, and Special Education programs will be discussed with Directors at the first monitoring on-site visit. District will have 30 days to submit corrections
	January/ February	Report meeting Within 60 days of the last monitoring on-site visit	NHDOE consultants will meet with District leadership to review the written documentation of findings (Report, Appendix 1, Appendix 2, Appendix 3) as well as a list of approved special education programs Report will be posted to the NHDOE website
	March	Student Correction on-sites (Appendix 2) Can be at each school or District may pull files to central location	These on-sites will be scheduled for 2-3 months after the report A letter outlining the status of the student corrections will be sent to the District within two weeks of the follow up visit
Second Stage	April – June	Additional on-sites As necessary ¹	Additional monthly on-sites as needed for stage 1 student specific corrections. Emails outlining the status of the student corrections will be sent the District within one week of the visit
	July – September	Implementation of Regulations On-sites (Appendix 3) Can be at each school or District may pull files to central location	NHDOE consultants will select updated data from new student files to verify correct implementation of regulations Student SASIDs will be sent 2-3 weeks prior to on-site visit to correspond with appendix 3 A letter outlining the status of the updated data will be sent to the District within a week of the follow up visit
	August – October	Additional on-sites As necessary ¹	Emails outlining the status of the updated data will be sent the District within two weeks of the visit
October		Closeout letter sent to District ²	All first stage and second stage noncompliance verified as corrected (Appendices 1, 2, & 3)

¹ In the event the written report shows that the LEA... has not complied with orders issued by the department, the commissioner of education shall give the written notice of the further enforcement action to be taken per Ed 1125.02(c)

² The NHDOE must verify correction of noncompliance as soon as possible but in no case later than one year from the date of the written findings.